



City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of September 29, 2014

Minneapolis is a dynamic, scenic, high-energy city that offers something for everyone. Join us and you'll discover a diverse, inclusive, and rewarding work environment.

We are currently accepting applications for the following positions. Apply online at www.minneapolismn.gov/jobs. Further information can be obtained at the Human Resources Department, 250 South 4th Street, Room 100, Minneapolis, MN 55415-1339. Office hours Monday – Friday, 8:00 AM – 4:30 pm. Telephone (612)673-2282 TTY (612)673-2157

OPEN POSITIONS

Accountant II – Exam #21565 / Annual Salary \$53,131 up to \$73,436

The City of Minneapolis has one Accountant II position available. The position is located in our Controller Division of the Finance and Property Services Department. This position is responsible for all aspects of the accounting function including budget assembly and analysis, preparing financial statements and reports, closing fiscal month/year-end accounting records and internal audit functions. **MINIMUM QUALIFICATIONS:** **EDUCATION:** Bachelor's Degree with the major in Accounting, Business Administration, Finance, a closely related field or equivalent. **EXPERIENCE:** Two years professional level accounting experience, which has included preparing financial statements and reports, developing and monitoring budgets, monitoring grant expenditures and reimbursements, general ledger, cost, or fund accounting. **EQUIVALENCY:** An equivalent combination of related education/experience may be considered. **Applications accepted through Friday, October 10, 2014.**

ERP Data Warehouse Analyst – Exam #21309 / Annual Salary \$64,386 - \$88,616

There is currently one (1) exempt, full-time vacancy to be filled in the Application Support – ERP Division of the Information Technology Department. **Primary Responsibilities:** Function as a lead application support analyst, supporting the City's existing and current Enterprise Resource Planning data warehouse. This entails having strong knowledge of Human Resource and Financial data, ability to monitor and troubleshoot the data warehouse ETL processes, and working with Human Resource (HR) and Financial & Property Services (FPS) departments' users to build new data relationships. Secondly, function as a lead application support analyst to provide software support for other software applications in use by FPS. **Qualifications:** **Required Education:** Bachelor's Degree in Computer Science, Software Engineering, Management Information Systems, or a closely related field. **Required Experience:** At least six (6) years of IT experience, with at least four (4) years working in application software support, four (4) years working with HR and Finance data in a business analyst/data analyst role, or involved in HR and Finance business intelligence, and two (2) years working with data warehouse ETL processes. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted through Monday, September 29, 2014.**

Family Support Specialist II (Employment and Training) – Exam 21558 Annual Salary: \$49,257 up to \$68,169

The Family Support Specialist II will be Responsible for researching employment and training issues, planning and evaluation of youth programs, selected grant and contract development, budget and financial management, and advocacy regarding employment and training related issues in appropriate forums. **Qualifications:** **Education:** Bachelor's Degree in Psychology, Education or a related field. **Experience:** Two years of relevant experience. **Equivalency:** An equivalent combination of education and experience may be considered. **Licenses/Certificates:** Valid Driver's License. For a complete job announcement including job duties, requirements and how to apply online please visit www.minneapolismn.gov. **Applications accepted through Friday, October 3, 2014.**

Public Health Specialist II – Exam #21564 / Annual Salary \$49,257 up to \$68,169

The Public Health Specialist II position will implement selected strategies on behalf of the Minneapolis Health Department's Healthy Living Initiative, a collection of 23 projects designed to create opportunities for all Minneapolis residents to eat healthy, be physically active and live tobacco-free. This position is funded through the Statewide Health Improvement Program from the Minnesota Department of Health and is contingent upon this or other related funding. **Current funding for this position is secured through October 2015.** **Qualifications:** **Education & Experience:** Bachelor's Degree in Public Health, or closely related field and two (2) years of relevant experience in public health programming. **Equivalency:** An equivalent combination of related education and experience may be considered. **Applications accepted through Monday, October 6, 2014.**

Real Estate Assistant Exam #21561 Hourly Salary: \$20.90 up to \$29.64

The Community Planning and Economic Development Department for the City of Minneapolis is seeking a Real Estate Assistant to Administer and maintain the City's automated property inventory in its Management Information Network System (MINS) computer database, assist in the processing of real estate transactions for the Community Planning and Economic Development Department (CPED) and provide administrative support. **Minimum Qualifications:** **Experience** - Two years of experience working in a real estate position involving purchasing, developing, packaging, and/or refinancing real estate. **Education** - Associate Degree in Business or Public Administration, Finance, Real Estate or related field or equivalent, advanced course work preferred. **Equivalency** - An equivalent combination of education and experience may be considered. For a complete job announcement and to apply online please visit www.minneapolismn.gov/jobs. **Applications accepted through Wednesday, October 1, 2014**

Senior Public Health Specialist (Healthy Start Coordinator) - Exam #21562 – Salary Annually: \$56,024 - \$77,387

This position provides programmatic coordination for the federally funded Healthy Start project and is responsible for oversight of a large federal grant that involves managing a collaborative process. The goal of this project is to reduce the disproportionately high rates of infant mortality among the African American populations and is responsible for: planning, implementing, and monitoring the core services and core systems components of the project in coordination with the Community Action Network; and, developing and overseeing the project budget, and reports related to the project. In addition, coordinates work with other department policy and assurance activities related to the reduction of infant mortality, positive birth outcomes, and a healthy first two years of life for children. **This is a grant funded position that will remain in place until the grant funds terminate. The current project period runs through May 2019.** **Qualifications:** **Education:** A Bachelor's Degree in Public Health, Public Administration, Nursing, or equivalent degree in closely related fields and three years of relevant experience; A Master's degree in public health with a minimum of two years of relevant experience is highly desirable. **Experience:** Three years of experience in Public Health working with low income and diverse cultural groups on maternal and child health issues. Must have experience in implementing major public health initiatives. **Equivalency:** An equivalent combination of related education and experience may be considered. **License:** Must have a valid driver's license and access to transportation. **Travel/Work Schedule:** Must be available for out of state travel 2 to 4 times a year as required by the funding agency. Must be able to maintain a flexible schedule for evening meetings and weekend events as required to meet program objectives. Applicants are required to follow the application process outlined in the full job announcement. **Applications accepted through October 10, 2014.**

CITY EMPLOYEES ONLY

Senior Health Inspector - Exam #21557 – Salary Hourly: \$26.48 - \$36.44

There are (2) full-time, non-exempt vacancies to be filled in the Health Department. **Position Information:** A Senior Health Inspector acts as the lead and technical expert, monitoring the activities of the Health Inspectors, including file reviews, consistent report writing, and enforcement, and takes responsibility for standardizing Health Inspectors in the field to ensure consistency with the Minnesota Food Code, as required by the City's Delegation Agreements with the Minnesota Departments of Health and Agriculture. **Qualifications:** **Applicants must be current city employees.** **Education:** Bachelor's Degree with a minimum of 30 semester or 45 quarter credits in the physical and/or biological sciences. Master's degree in public health, environmental health, or physical/biological science areas with four years of full-time experience as a professional in the environmental health field is desirable. **Experience:** Five years of experience as a professional in the environmental health field. Advanced education can substitute for one year of experience. **Licenses/Certifications:** Minnesota registration as an Environmental Health Specialist/Sanitarian, Pool Operator Certification, Valid Driver's License (continued employment is contingent upon this requirement), certificate as Standardized Health Safety Officer, or must be certified within 12 months of promotion. **Equivalency:** An equivalent combination of related education/experience may be considered. Applicants are required to follow the application process outlined in the full job announcement. **Applications accepted through September 29, 2014.**

WATER OPERATOR Exam# 21555 Salary: \$25.56 - 27.09 Position Information: Operate a wide variety of pumps, valves, pipes and reservoirs used in the water production system, impacting pumping stations, chemical water treatment systems, dewatering facilities, lagoons, lift stations and boilers and monitor chemical dosage levels and operate chemical feed equipment to ensure proper functioning and application of chemicals **Qualifications:** **Education:** Water Environment Technologies Diploma (One Year Program) or Equivalent **Equivalency:** A combination of directly related education and/or experience will be considered **LICENSE / CERTIFICATIONS:** Possess and maintain a valid Driver's License. Driver's License information will only be checked for those persons who may be invited to the job interview process. Possess a MN Special Boilers License (within 90 days of hire) Possess a MN Class "D", or better, Water Operators License. A copy of your license(s) **MUST** be submitted with your application materials. **Applications accepted through Monday October 6, 2014**

The career possibilities are endless and personally rewarding. At the end of each day, you can reflect on the lives you have affected by working for a City department. You can take pride in having a part in making Minneapolis a great place to live and do business, while performing work that you love.